

Transmitted via email

February 13, 2006

MINNESOTA BULLETIN NO. 120-6-10

SUBJECT: ADS – POSTAGE

Purpose. To provide information on acquiring postage for NRCS

Expiration Date. September 30, 2007

NRCS and RD have reached an agreement with FSA in regards to downloading postage to our sub-accounts. There is only one account with Pitney Bowes. Each agency at the state level will be responsible to put postage in the account and keep a record of postage used in to order maintain a balance for their agency.

Each office has been allocated \$300.00. Whether the postage is needed at this time or not, please work with FSA to have the postage downloaded to your sub-account.

In the future, FSA will require approval from the state level before postage can be added. Field offices are to work with their area office when postage is needed. Area offices will email Laurie Otte, Management Services Specialist and provide the location and dollar amount of postage needed. FSA will be notified and they in-turn will notify the local office so that postage can be added. Areas should try and limit deposits to once each quarter.

RC&D Councils and Soil and Water Conservation Districts will continue issuing checks as previously done. Councils and districts should verify they have the correct account number on the check and then provide a copy of the check to FSA before mailing. Once the check has been posted by Pitney Bowes, normally within seven (7) days, FSA will download the postage to their respective sub-accounts. It is recommended that the entire amount of each check be downloaded so as to assist FSA with handling this work item.

FSA will be providing us with a quarterly report reflecting postage downloaded which areas will need to verify.

Contact Laurie Otte, Management Services Specialist if you have questions or concerns.

WILLIAM HUNT
State Conservationist

DIST: AE